

ADMINISTRATOR REPORT
June 28, 2018

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: July 3, 2018 Board of Supervisors Meeting

6:00 PM - Call to Order and Pledge of Allegiance by Chairman Gunter
Moment of Silence

1. APPROVAL OF MINUTES

[REGULAR MEETING/SERVICES AUTHORITY WORK SESSION – MAY 15, 2018](#)

[REGULAR MEETING – JUNE 5, 2018](#)

2. APPEARANCES

- a. [SENECA PARK UPDATE](#) – Mike Davidson will provide the Board with an update on Seneca Park.

3. ADMINISTRATOR'S ITEMS

Frank J. Rogers, County Administrator

- a. [PERMANENT MEMORIAL FOR HUGH W. ROSSER](#)

Hugh W. Rosser served on the Campbell County Board of Supervisors for 52 years and has the distinction of being the longest serving Board of Supervisors member in the Commonwealth of Virginia. Mr. Rosser passed away on March 22, 2017.

Several members of the community have expressed an interest in establishing a more permanent memorial to honor Mr. Rosser's service to the County.

Staff contacted Baer & Sons Memorials on a design for a memorial. The proposal and a sketch are attached. The memorial would consist of a bronze tablet attached to a granite pedestal on a concrete foundation sufficient to support the memorial. The total cost was estimated at \$2,718. Staff would suggest the memorial be located near the entrance to the Haberer Building.

RECOMMENDATION: Please advise staff if the Board wishes to establish a permanent memorial for Hugh W. Rosser.

Clifton M. Tweedy, Deputy County Administrator

- b. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See agenda

- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

4. CONSENT AGENDA

a. APPROPRIATIONS

Attached is an appropriation listing for the Board's consideration.

b. COUNTY ATTORNEY INVOICE

Attached is an invoice for \$8,261.50 from the county attorney for services provided from May 22, 2018 through June 20, 2018.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$8,261.50;**

5. APPOINTMENTS

Attached for your review is a [list of appointments](#).

Attachments:

- [Appointments Memo](#)
- [Boards and Commissions Appointment Information](#)

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

7. CLOSED MEETING

- a. Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss matters related to personnel, specific to the County Administrator.

7:00 P.M.

8. PUBLIC HEARINGS

The following Public Hearing was advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

a. [SPECIAL USE PERMIT REQUEST – RAILVIEW ROAD](#)

PL-18-37 This request is from Ryan Fletcher, agent for Marjorie Maddox Martin (Life Estate), for a special use permit to construct and operate a telecommunications tower on property zone Business – General Commercial. The property is located on Railview Road across from William Campbell High School, Naruna, VA, and in the Brookneal Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density mixed. [Staff report is attached.](#)

The applicants are requesting to construct a 165-foot steel monopole telecommunications tower (166 feet with lightning rod). CityScape Consultants recommends denial of this request and believes that a co-location on an existing 199-foot Verizon Wireless tower located ½ mile east-southeast of the proposed site would meet the needs for service for the applicant. Section 22-17.15 of the Campbell County Code states: *No new tower shall be permitted by special use permit unless the applicant demonstrates to the reasonable satisfaction of the Board of Supervisors that no existing tower or structure can accommodate the applicant's proposed antenna.* Should the County differ in opinion and approve the new tower, CityScape Consultants has recommended conditions. The applicant will be leasing a 10,000 square foot area from the property owners for the purpose of constructing and operating the tower.

Conditions: The Planning Commission may recommend, and the Board of Supervisors may impose any reasonable conditions upon approval of the permit. The Planning Commission recommended the applicant construct the tower in general conformance to the narrative and supporting documents submitted with this request, and the applicant meet all the conditions recommended by CityScape Consultants:

1. Tower should be designed to support a total of three (3) arrays for co-location; and,
2. A structural analysis, signed by a registered Virginia professional engineer shall be provided at permitting which includes the approved number of co-locations; and,
3. All feedlines shall be installed within the monopole and all access ports shall be sealed to prevent wildlife intrusion; and,
4. Prior to permitting, Applicant shall provide statement ensuring it will comply with the FCC's rules (1) regarding interference to other sources and (2) RF exposure; and,
5. No generator is proposed with the Application and none should be allowed without further information provided regarding its noise characteristics and testing times.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 with the conditions referenced above citing convenience.

b. [SPECIAL USE PERMIT REQUEST – WATERLICK ROAD](#)

PL-18-38 This request is from Ryan Fletcher, agent for Living Water Baptist Church, for a special use permit to construct and operate a telecommunications tower on property zoned Business – General Commercial. The property is located at 4130 Waterlick Road, Forest, VA, and in the Timberlake Election District. As

per the Comprehensive plan the property is located in an area designated as medium to high density residential. [Staff report is attached.](#)

The applicants were requesting to construct a 195-foot steel monopole telecommunications tower (199 feet with antennas and lightning rod). CityScape Consultants believes that a tower height of 150 feet is sufficient to provide the desired service. The applicants have agreed that a 150-foot tower (approximately 155 feet with antennas and lightning rod) will be adequate and will comply with all recommended conditions by CityScape Consultants. The applicants will be leasing a 75' X 75' area from the property owners for the purpose of constructing and operating the tower. At the Planning Commission meeting, the applicant explained that allowing the originally requested height of 195 feet could potentially allow for the greater possibility of other carriers co-locating on the tower and possibly avoid another tower being constructed.

The Planning Commission may recommend, and the Board of Supervisors may impose any reasonable conditions upon approval of the permit. The Planning Commission recommended that the applicant construct the tower in general conformance to the narrative and supporting documents submitted with this request, and the applicant meet all the conditions recommended by CityScape Consultants, except condition 1, which would have limited the overall height to 150 feet. The recommended conditions are:

1. Applicant shall install landscaping on the three (3) exposed sides or shift the location south into the think tree line (County's choice); and,
2. Tower should be designed to support a total of four (4) arrays for co-location; and,
3. A structural analysis, signed by a registered Virginia professional engineer shall be provided at permitting which includes the approved number of co-locations; and,
4. All feedlines shall be installed within the monopole and all access ports shall be sealed to prevent wildlife intrusion; and,
5. Prior to permitting, Applicant shall provide statement ensuring it will comply with the FCC's rules (1) regarding interference to other sources and (2) RF exposure; and,
6. Any screening, whether it be new landscaping or use of existing trees, be required to remain as part of this approval.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 with the conditions referenced above citing convenience.

c. [REZONING REQUEST – MISSIONARY MANOR](#)

PL-18-54 This request is to rezone 2.519 +/- acres from Residential – Single Family to Residential – Manufactured Housing to allow for the placement of a manufactured home. The property is located on Missionary Manor, Lynchburg, VA, and in the Sunburst Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density commercial. [Staff report is attached.](#)

The subject parcel is currently zoned Residential – Single Family, which does not allow for the placement of a manufactured home. The original request was to rezone the property to Agricultural. At the Planning Commission meeting, the Planning Commission discussed that rezoning to Residential – Manufactured Housing would avoid creating a substandard lot zoned Agricultural since the minimum lot size in the Agricultural district is three (3) acres. Rezoning to Residential – Manufactured Housing would allow for the placement of the manufactured home. The applicant amended his request to rezone from Residential – Single Family to Residential – Manufactured Housing after the Planning Commission meeting.

RECOMMENDATION: The Planning Commission recommended approval of rezoning the property from Residential – Single Family to Residential – Manufactured Housing by vote of 7-0 citing good zoning practice.

Kristin Wright, Staff Attorney

d. [CODE UPDATE PUBLIC HEARING](#)

Some of the proposed amendments to the County Code for the regular spring update are mandated changes to mirror state law changes that will be effective July 1, discretionary changes that the Board has already approved for advertising or are minor amendments clarifying certain aspects of the Code. The amended text for all chapters is available [electronically online](#) with a paper copy available in the County Administrator's Office. During the staff presentation on June 5 the Board directed staff to advertise the code as presented. On June 25, 2018, the Planning Commission will consider the proposed changes to Chapters 21 and 22, and the results of their vote will be available by meeting time.

RECOMMENDATION: Staff recommends the Board conduct the required public hearing to update the Campbell County Code for the amendments advertised and based on any public comment adopt the amendments, with any changes the Board believes are appropriate.

9. **AGENCY MINUTES AND REPORTS**

- | | |
|---|----------------|
| a. Planning Commission | April 23, 2018 |
| b. Robert E. Lee Soil & Water Conservation District | April 26, 2018 |
| c. Social Services Board | May 16, 2018 |
| d. School Board | April 23, 2018 |
| e. School Board | May 14, 2018 |

10. **INFORMATIONAL ITEMS**

- | | |
|---|-----------|
| a. Report – Expenditure/Revenue Summary | May 2018 |
| b. Report – Treasurer FY18 | May 2018 |
| c. General Reassessment Schedule | June 2018 |
| d. School Board Meeting Date Change | July 2018 |
| e. Unassigned Cash Fund Balance | May 2018 |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 5/17/18

Items marked with an asterisk (*) are changed from the previously published schedule.
Underlined items are special meetings.

Tuesday, July 3rd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, County Code, two SUP, one rezoning

Tuesday, July 17th –

6:00 PM – No Board workshop currently scheduled

Tuesday, August 7th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, none are currently scheduled

Tuesday, August 14th –

5:00 PM – EMSAC – Public Safety Conference Room – (Goldsmith, Good)

6:00 PM – FAC

Monday, August 20th –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (Good, Gunter)

Tuesday, August 21st –

6:00 PM – Economic Development Work Session (Multi-Use Room)

Tuesday, September 4th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, none are currently scheduled

Tuesday, September 18th –

6:00 PM – Comprehensive Plan Stakeholders Group (Multi-Use Room)

Tuesday, October 2nd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearing, none are currently scheduled

Tuesday, October 16th –

6:00 PM – No Board workshop currently scheduled

Tuesday, November 6th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, none are currently scheduled

Tuesday, November 13th –

5:00 PM – EMSAC – Public Safety Conference Room – (Goldsmith, Good)

6:00 PM – FAC

Monday, November 19th –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (Good, Gunter)

Tuesday, November 20th –

6:00 PM – No Board workshop currently scheduled

Tuesday, December 4th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, none are currently scheduled

Tuesday, December 18th –

6:00 PM – No Board workshop currently scheduled